



Manager's Report

For Council Meeting 2/27/01

FINANCE

Listed below are the new businesses licensed during this period:

<u>Business Name</u>	<u>Address</u>	<u>Business Type</u>
Estee Lauder	241 Ft Evans Rd NE #825	Retail Cosmetics
Global First Capital	3 ½ S King St #200	Financial Consultant
It Takes A Web Site	211 North St NE	Web Development
National Book Warehouse #7013	241 Ft Evans Rd NE #685	Retail Bookseller
Technology Helpers Inc	301 Hanberry Ct NE	Computer Consulting

PERSONNEL

Pursuant to Section 4-3 of the Town Charter, the following personnel actions have occurred since the last report:

<u>New Hires</u>	<u>Position</u>	<u>Department</u>
Jackson, Lawrence	Maintenance Worker	Street Maint. Facilities
Cook, Lucas	Rec. Instructor	PR Programs, Ida Lee
Rogers, John	Rec. Instructor	PR Programs, Ida Lee

<u>Resignations</u>	<u>Position</u>	<u>Department</u>
Bagshaw, Gary D.	Construction Inspector	Eng. & Inspection
Piper, David A.	Custodian	Parks & Recreation
Kable, Travis D.	Airfield Maintenance Worker	Airport (Regular Part-Time)

PLANNING AND ZONING

Current Planning Division Activity

Plans accepted for review during the period February 7, 2001 – February 20, 2001

- Kincaid, Section 11, Lots 444 & 445 – Boundary Line Adjustment
- Courts Parking Lot Development Plan Revisions
- Potomac Station, Section 8 Final Plat
- Sycolin Road Improvements, Capital Improvements Project
- Airport Commerce Park Phase 1
- Potomac Station, Section 10 – Construction Drawings
- Potomac Station Apartments Final development Plans
- Route 621 Park P/F Development Plan

Plans reviewed during the period February 7, 2001 – February 20, 2001

- Kincaid, Section 11, Lots 444 & 445 – Boundary Line Adjustment
- Exeter Hills, Section 4, Lots 10 & 11 - Deed of Boundary Line Adjustment

- Heritage High School P/F Development Plan
- Edwards Landing Woods Edge Drive Final Development Plan
- Stowers Section 2 Construction Drawing
- Hawkins Property Sketch Plan
- Bradfield Drive Connection Report
- Review Fee Analysis
- Administrative Easement Vacations (2)

ZONING PERMITS ISSUED 01-121 TO 01-197**New Construction Residential**

Kincaid Forest 2 SFD @ \$100,000

Potomac Station 13 SFA @ \$45,000

8 SFD @ \$105,000

5 SFD @ \$100,000

Potomac Crossing 3 SFD @ \$105,000

Stowers/Evergreen Mills 9 SFD @ \$100,000

Stratford 1 SFD @ \$90,000

Tavistock Farms 1 SFD @ \$105,000

Woodlea Manor 2 SFD @ \$100,000

206 Wirt Street NW Initial construction of new house attached to a existing garage.

New Construction Commercial

1002 Sycolin Road Addition to existing Loudoun County Warehouse/Storage Bays @ \$192,000

750 Miller Drive Leesburg Air Park Tenant Fix-up Office @ \$18,000

606 South King Street Tenant Interior James Monroe Bank @ \$54,000

950 Edwards Ferry Road Interior Alterations for Walmart @ \$150,000

Occupancy Permits Issued Residential

Potomac Station 1 SFD

Tavistock Farms 1 SFD

Beauregard Estates 1 SFD

Stratford 3 SFD

Sycamore Hill 1 SFA

Kincaid Forest 2 SFD

Occupancy Permits Issued Commercial

12 Fairfax St. SE Virginia Village Shopping Ctr.

UTILITIES**Capital Projects Update****Water Treatment Plant Upgrade to 10 MGD**

The contractor is performing the following major operations:

- Conducting H-VAC, plumbing, electrical and mechanical operations at the Filter Building.
- Painting and special coating applications are in progress.
- Equipment start-up continues.
- Forming and placing concrete for sidewalk and other miscellaneous locations.

WTP Expansion Project Status

Dollar value complete 82% Time elapsed 110%.

The contractor continues to be approximately 90+/- days behind schedule.

Project substantial completion date was December 28, 2000. No time extension has been agreed upon, therefore, liquidated damages are being withheld at a rate of \$1,000.00 per day.

Hospital Tank Pumping Station

- Equipment start-up operations are in progress
- Electrical operations are in progress.

Hospital Tank Pumping Station Status

Dollar value completed 87 % Time elapsed 107 %.

A time extension of 48 days was granted to the contractor. Project substantial completions date was January 26, 2001. No additional time extension has been granted, therefore, liquidated damages are being withheld at a rate of \$1,000.00 per day.

Water Pollution Control Division**a. Capital Projects****Biological Nutrient Removal Upgrade (BNR)**

The new BNR bioreactors will be placed in service on or about March 1, 2001, which will significantly reduce the amount of nitrogen being discharged from the WPCF into

the Potomac River and Chesapeake Bay. This is the basis of the VWQIF grant, which provides 50% reimbursement for the BNR project and 15% reimbursement for the BMU project costs.

Biosolids Management Upgrade (BMU)

All significant concrete pours have been completed, structural steel erection is almost completed and masonry and silo erection is underway.

Utility Lines Division

Training:

Held safety training covering Safety Books on General Safety Program and General Health Program.

R. S. Noe

Town of Leesburg
Positions Being Recruited as of February 16, 2001

	Position Title Date of Vacancy	Assistant to the Town Mgr, 2nd Round 7/10/00	Management Intern 7/1/00	Meter Technician 1/24/01	Police Officer Eligibility List	Cap Proj Mgr/Cont Admin, 2nd Round 1/1/00	Assistant Buildings Superintendent 1/24/01	Construction Inspector 1/8/01	Construction Inspector 2/9/01	Engineer I, Special Projects 1/24/01	Engineer I, Traffic 1/24/01	Maintenance Worker II 1/1/3/00	Maintenance Worker II 1/24/00	Zoning Inspector 1/24/01	Custodian 1/24/01	Custodian 2/07/01	Groundskeeper/Maintenance I 1/24/01	Groundskeeper/Maintenance I 1/24/01	Construction Inspector 1/24/01	Maintenance Worker II 8/7/00	Airport Director 1/10/01	Administrative Secretary 4/1/01
Department	Executive	Finance	Police	Engineering and Public Works									P&Z	Parks and Recreation			Utility Lines		Airport			
Advertised	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓
Applications Received	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓
Prelim. Interviews Held	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓
Final Interviews Held		✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓				✓					
Offer Extended		✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓				✓					
Offer Rejected			✓	✓		✓					✓	✓	✓									
Offer Accepted			✓			✓						✓	✓									

